



Job Description

Job Title: Dispute Resolution Services Program Director
Department: Dispute Resolution Services
Reports To: Executive Director
Job Status: Part Time Hourly (30 hours)
Date Prepared: April 2014
Date Reviewed:

STATEMENT OF THE JOB

Provides leadership, management, coordination and facilitation of restorative justice referrals and mediations and all related services.

ESSENTIAL FUNCTIONS:

- Oversight of volunteers and staff that provide mediation services through restorative justice practices and facilitative formats
- Manages DRS Staff
- Maintain service agreements with appropriate agencies for services to clients
- Builds and maintains relationships with partner referral organizations and with other Dispute Resolution Centers in the state
- Evaluates and improves referral processes on a regular basis
- Maintains and updates DRS policy and procedures
- Provide mediation services and consultation to mediators
- Is certified as a trainer for mediation in Michigan and recruits, trains and provides on going in service to volunteer mediators
- Provides trainings to community organizations
- Represents Gryphon Place in statewide groups dealing with Dispute Resolution Services
- Manages and is responsible for data collection, record storage, grant reporting, and other administrative functions
- Responsible for the development and growth of the program

QUALIFICATIONS AND EXPERIENCE:

B.A in Law or related field with two year experience in non-profit sector or practicing law.

KNOWLEDGE/SKILLS/ABILITIES:

- Mediation skills
- Group facilitation
- Public Speaking
- Work independently
- Management of staff
- Excellent communication skills

This job description in no ways states or implies that these are the only duties to be performed by the employee(s) incumbents in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Please submit a cover letter and resume by Friday, July 31st at 5pm.

All submissions can be sent to:

Attn: Erin Lambeth
elambeth@gryphon.org